

**MINUTES OF THE  
HANOVER BOROUGH COUNCIL WORKSHOP/  
FINANCE & PERSONNEL COMMITTEE MEETING**

**June 16, 2021**

Chairperson Dr. Rupp called the Hanover Borough Council Workshop & Finance & Personnel Committee meeting to order Wednesday Evening, June 16, 2021 at 7:08 PM, as advertised, in the Hanover Borough Municipal Building, 44 Frederick Street, Hanover, PA, as advertised. Community Media was present to conduct a video and audio of the meeting via zoom presentation for all citizens to have access.

Dr. Rupp acknowledged that an executive session was held beginning at 6:15 PM prior to this evening's regular meeting.

**Attendance:** On roll call, the following Council Members were present: Mrs. Funk, Mr. Kress, Mr. Lockard, Ms. Pranses, Mr. Reichart, Mr. Roland and Dr. Rupp; Solicitor Shultis; Manager Dunford, Secretary Felix, Human Resource Manager Hill, Planning & Engineering Director Mains, Police Chief Martin and Finance Director Miller. Mr. Chesney, Mr. Hegberg, Mr. Hoover and Mayor Whitman were not in attendance.

**PUBLIC COMMENT**

Justine Trucksess, Main Street Hanover - Main Street Manager Trucksess stated she was excited to hear the update of funds from the American Rescue Act, and congratulated Council and staff on their discussion and ideas.

**CONSENT AGENDA**

It was moved by Mr. Reichart, seconded by Ms. Pranses to approve the following items on the Consent Agenda:

1. Consent Agenda
  - a. Minutes: Approval of Minutes May 19, 2021
  - b. Finance Reports:
    - i. Approve Bills for Payment
    - ii. Accept Monthly Financial Statement
    - iii. Accept Report of Monthly Investments
  - c. Special Event Permit Applications:
    - i. Main Street Hanover - June 25<sup>th</sup> Sip & Stroll Event/Bank Lane Closure

- ii. Hanover High School – November 13<sup>th</sup> – Hawk Hustle 5K & Mile Run
- iii. David Ross Orthodontics – August 14<sup>th</sup> – Elm Avenue Playground for Patient Appreciation Event
- iv. Potter's House Church Events – Christian Music Outreach (forthcoming)
- d. Market House Leases:
  - i. Sue Reifsnider – Wendy's Works & Writings
  - ii. Jason Gross – Produce
  - iii. Raw Raw Raw Food – Juices and Smoothies
- e. Sewer Credit Requests per Resolution #1067:
  - i. Trone Family Trust, 858 Grant Drive - \$652.47

Mrs. Funk asked for item 2e. Sewer Credit Request to be separated from the Consent Agenda motion.

It was moved by Mr. Reichart, seconded by Ms. Pranses to approve the items on the Consent Agenda with the exception of Item 2.e. Motion carried.

Mrs. Funk asked for an explanation of 2.e.; staff explained that sewer credits are addressed under resolution guidelines established by Council; proof that leak must not have entered the sewer system, proof of the repair must be provided, and limited to one time only. The documentation was provided in the packet.

It was moved by Mr. Reichart, seconded by Mr. Roland to approve the sewer credit request of Trone Family Trust for property at 858 Grant Drive, one time only, in the amount of \$652.47 for a leak which did not enter the sewer system and has since been repaired. Motion carried.

### **ZONING ORDINANCE ADOPTION – ORDINANCE NO. 2310**

#### **Public Comment – Limited to adoption of Ordinance No. 2310**

Mr. Shultis asked for public comment related to the adoption of Ordinance No. 2310.

The following comments were presented:

- Merle Feder, 173 Primrose Lane – Ms. Feder stated her concerns with a bed and breakfast/ short term rental in a residential district, and questioned the conditional approval process set by the new ordinance.

Zoning Officer Mains clarified that in the planning process, short term rentals were not to be located in commercial districts; only residential districts. He specifically noted with



the absence of a policy in place for short term rentals, the Borough would not have the ability to regulate same due to a lack of control with no regulatory framework in place in the current zoning ordinance.

Within a six month period, the ordinance will be re-evaluated and amended according to consensus among Council Members, after the ordinance has been in place long enough to evaluate what needs to be changed, eliminate or added.

Mrs. Funk asked about "grandfathering" what was already approved once the ordinance is amended. Mr. Mains stated that anything that is approved stands, and from a land use standpoint the use approval could not be rescinded.

Mr. Reichart asked for Planning Commission discussion on short term rentals and bed and breakfasts.

Solicitor Shultis noted the drafters of the ordinance made short term rentals (air B & B's) a conditional use that would go through Council to oversee, and reiterated that short term rentals or Air B & B's are only permitted in residential areas.

Mr. Mains added that there are already many Air B & B's across town that were previously established, which can be verified by an internet search. The new ordinance provides regulatory framework for this use. Mr. Mains reminded Council that the ordinance gives Council the power to place conditions on the approval as well.

Betsy Beall, 390 Dart Drive reported she was attending virtually, and had no comment at this time.

Mr. Mains stated that if the ordinance is not adopted, there will be no policy to regulate the short term rentals/ Air B & B's at all, and would continue to be unregulated.

It was moved by Mr. Roland, seconded by Mrs. Funk to approve the adoption of Ordinance No. 2310, including the Zoning Map. On roll call, the following voted in favor of the approval: Mrs. Funk, Mr. Kress, Mr. Lockard, Mr. Reichart, Mr. Roland and Dr. Rupp; Ms. Pranses voted in opposition to the motion. Motion carried.

## **FINANCE, PERSONNEL AND ADMINISTRATION**

Finance Department Reorganization - Human Resource Manager Hill summarized the request for creation of an Administrative Assistant position to the Finance Director/Borough Treasurer at a paygrade 6, per the collective bargaining agreement with AFSCME - White, at an hourly rate of \$18.00 at no additional cost due to two retirements (one counter clerk and one part time receptionist). Most of the responsibilities of the retirees will be transitioned to the remaining staff. The Assistant



Borough Treasurer has agreed to assume the role of Office Manager to further assist with duties. The proposed Admin Assistant position would have strong Excel and project management skills to support the Finance Director as well as the Borough Manager. The permitting process has now been shifted from the counter staff to the Department of Planning and Engineering through the new cloud-based system, alleviating a majority of the permitting work previously processed at the counter.

Mr. Lockard questioned the need for the position, noting the goal to reduce staff, and how the future of the position could increase costs with benefits, etc.

Ms. Hill clarified that the current staffing study is being conducted on non-union employees which do not make up the general office staff.

Mrs. Funk would like to see fulfillment of needed police and fire positions addressed first before fulfilling the administrative assistant position.

Ms. Pranses wanted to know how the denial of the request may adversely affect the office staff overall; and liked the idea of replacing 1.5 positions with 1 position to satisfy the need of the additional support for the Finance Director and Borough Manager, to provide mid-level assistance.

Mr. Reichart supported the effort due to the replacement of 1.5 positions with 1 position; noting staff is following the directive to reduce staff and continue to provide efficient service.

It was moved by Mr. Reichart, seconded by Ms. Pranses to forward the request to hire the full time Administrative Assistant to the Finance Director/Borough Manager at a rate of \$18.00 per hour under the AFSCME-White contract, with no additional costs, to the Council agenda. Mrs. Funk and Mr. Roland voted in opposition to the motion. Motion carried.

Chairman Rupp thanked Human Resource Manager Hill for her hard work on the proposal.

Public Utility Commission Petition - Timetable and Notice to Outside Customers - Finance Director Miller summarized the process for the proposed PUC water rate increase. The rate case will be filed with the PUC on June 29, 2021 requesting a 27.6% increase or approximately \$1.56 million annual revenue. Mr. Miller provided a cost of service analysis to store, treat and supply water both within and outside the Borough. Based on the initial petition which will go through a rigorous assessment by the PUC and relating agencies and likely include formal complaints from some (larger) ratepayers, the proposed impact for the average residential outside-the Borough customer will be a monthly increase of approximately \$6.46. The case is expected to be settled and go into



effect spring of 2022. Copies of the notice of proposed rate changes which will be mailed to citizens were included in the packet, as well as the notice for submission of proposed distribution system improvement charge (DSIC) and initial tariff. The PUC has no jurisdiction over inside-Borough rates, so the Borough water rate information is excluded from the PUC petition; separate review will take place for inside the Borough rate evaluation by Hanover Borough Council at July's meeting.

American Rescue Act (ARA) - Manager Dunford initiated a PowerPoint presentation for discussion about Borough Council's allocation priorities for the funds. The need for a strategic plan is of utmost importance; decisions on allocation of the \$7.5 million in funds will take place over the next few years, and there will be additional funds from the County's allocation. The purpose of Borough Council's first discussion next month is to gather information, share individual Council ideas on what ARA uses will have the greatest positive impact and to direct staff to take next steps. The Borough has already received \$3.5 million that is available for expenditure. Manager Dunford summarized the funding areas in which the ARA designates that the money may be spent. A relationship with York County government (\$87 million ARA County funding) to ensure additional allocation to Hanover Borough is essential. At Hanover Borough Council's July meeting the following steps will be addressed:

- Draft statement of principles and priorities for the use of ARA funds
- Propose to Council a contract with the Borough's financial advisor to develop a capital projects funding plan including ARA funds
- Proposed assignment within the Borough organization to provide for accountability, planning, grants management and project management for ARA and other grant funds.

Manager Dunford asked for input from Council members, acknowledging that Councilman Hegberg submitted his notes to Council in an email which was provided to Council prior to this meeting:

- Dr. Rupp emphasized drafting a letter to the County Commissioners
- Ms. Pranses proposed the Borough to spend one million for Library Repairs and request County funds in the amount of one million.
- Mrs. Funk stated she is just listening at this point, but would like to see taxpayer relief with the best available use of funds.
- Mr. Kress agrees with Ms. Pranses on the library which he believes is the first priority, and noted he likes Councilman Hegberg's ideas as well.
- Mr. Lockard stated his support of funding designated for the library repairs; and to reduce debt.



- Mr. Reichart would like to see staff draft a plan and strategy to maximize benefits, i.e., matching grant funding.
- Mr. Roland agreed with Mr. Reichart regarding matching funds. He further noted the library is approaching the 20 year anniversary so the HVAC and lighting, etc. are nearing the end of their design life, and he stressed the library should be evaluated for preventative maintenance issues.
- Dr. Rupp voiced her support of library repairs, infrastructure improvements and the downtown streetscape.

Manager Dunford thanked staff for their feedback.

Mid-year Assessment of Borough Council Priorities and Management Initiatives – Dr. Rupp encouraged all to share this list publicly; and staff to post on the website and Facebook. She thanked the Council for working together on the many achievements. She thanked Borough Manager Dunford and staff for implementing the directives.

Manager Dunford asked all to contemplate future goals for the community.

Mr. Roland encouraged planning for capital project financing.

Ms. Pranses noted the growing aging population and lack of housing availability for this group should be taken into consideration.

Manager Dunford noted the Windy Hill Senior Center will be opening soon in the library as a satellite facility.

8:27 PM: Mr. Roland left the meeting.

Dr. Rupp thanked Manager Dunford and staff for their hard work.

## **PLANNING COMMISSION**

Minor Land Development Plan for “Greater Hanover Housing Corporation” (addition of two new duplex units) – Planning & Engineering Director Mains described the plan for 4 new units (total 2 duplexes) in the existing area which complies with zoning and was recommended by the Planning Commission. It was moved by Ms. Pranses, seconded by Mrs. Funk to approve the item for inclusion on the Council agenda for consideration. Motion carried.

## **COMMUNICATIONS:**

- Ms. Pranses noted the following upcoming events:

- June 19<sup>th</sup> – Wirt Park – Juneteenth Celebration
- June 26<sup>th</sup> – Moul field – Pride Hanover Event

### **CORRESPONDENCE AND INFORMATION**

- Dr. Rupp thanked the YMCA for their cooperation with the Borough's summer playground program.

**ADDITIONAL PUBLIC COMMENT** - None was presented.

### **REMINDERS:**

The Public Hearing on Conditional Use Application for 209 – 213 Primrose Lane will be held on June 28, 2021 at 7:00 PM at the Library. Council quorum is needed.

The following public meetings are scheduled for July:

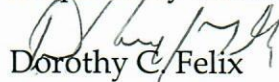
1. Governance and Policy: July 6, 6:00 PM \*
2. Economic Development: July 14, 7:00 PM\*
3. Council Workshop / Finance: July 21, 7:00 PM
4. Council: July 28, 7:00 PM

*\* Meetings will be cancelled if there is no business. Please advise the Borough Secretary if you will be unable to attend any meetings.*

Chairman Rupp thanked all for their attendance this evening.

It was moved by Mr. Lockard, seconded by Mr. Kress to adjourn the meeting at 8:31 PM. Motion carried.

Respectfully submitted,



Dorothy C. Felix  
Borough Secretary